

SUMMARY of CHANGE

USAREUR Regulation 385-25
Ergonomic Design of Worksites

4 April 2006

This revision clarifies that paragraph 7, Protection of Employee Eyes and Eyesight, pertains only to local national employees.

USAREUR Regulation 385-25

Safety

Ergonomic Design of Worksites

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Summary. This regulation prescribes policy and procedures for establishing a healthy working environment for all USAREUR employees who use office worksites and computer monitors in existing and planned worksites. The Head Works Council, USAREUR, concurs with this regulation under the modified version of the German Personnel Representation Law, sections 69 and 75(3)11. The German version of this regulation is the prescribing directive for personnel employed under the Collective Tariff Agreement II (CTA II).

Applicability. This regulation applies to USAREUR commands (UR 10-5, app A), HQ USAREUR/7A staff offices, and non-USAREUR activities serviced by USAREUR civilian personnel advisory centers, including all personnel employed under the CTA II.

Supplementation. Commanders will not supplement this regulation without CG, USAREUR/7A (AEAGA-S), approval.

Forms. USAREUR and higher-level forms (printed and electronic) are available through the USAREUR Publication System (UPUBS).

Suggested Improvements. The proponent of this regulation is the Office of the Deputy Chief of Staff, Personnel, HQ USAREUR/7A (AEAGA-S, 370-7751). Users may suggest improvements to this regulation by sending a DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, USAREUR/7A, ATTN: AEAGA-S, Unit 29351, APO AE 09014.

Distribution. C (UPUBS) . This regulation is available only in electronic format.

The English version of this regulation was translated by the Office of the Deputy Chief of Staff, Personnel, HQ USAREUR/7A (AEAGA-S).

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Glossary

1. PURPOSE

This regulation--

a. Provides guidance for establishing a healthy working environment for all USAREUR employees who use office automation equipment and computer monitors.

b. Applies to existing and planned office automation equipment and computer monitors. This regulation does not apply to the following equipment:

- (1) Driver or operator seats in vehicles or machinery equipped with computer monitors.
- (2) Computer monitors on board any means of transport.
- (3) Computer systems intended primarily for public use.
- (4) Portable systems (for example, laptop computers) that are not used at a worksite on a regular basis.
- (5) Adding-machines, cash registers, or other equipment that requires direct use of small-data or other reading devices.
- (6) Typewriters of traditional design with a display window.

2. REFERENCES

- a. UR 690-61, Labor Management Relations--Local National (LN) Employees in Germany.
- b. UR 690-67, German Labor Laws.

3. EXPLANATION OF ABBREVIATIONS AND TERMS

The glossary defines abbreviations and terms used in this regulation.

4. RESPONSIBILITIES

a. Safety Division, Office of the Deputy Chief of Staff, Personnel, HQ USAREUR/7A. The Safety Division, Office of the Deputy Chief of Staff, Personnel, HQ USAREUR/7A, will send copies of the minimum requirements (app A) and the evaluation checklist (app B) to all computer users by e-mail.

- (1) Each employee who uses a computer will complete the checklist and send it to the servicing safety office.
- (2) Employees will correct worksite deficiencies (if capable of doing so), based on findings in the checklist (for example, adjusting chairs, tables, and equipment).

(3) Using the checklists, safety offices will compile a computer-monitor-worksite register, evaluate assessments, assign risk-assessment codes, and list worksites in order of priority, with those requiring immediate attention listed first.

b. Safety Offices. Unit safety offices will inspect worksites according to this regulation. The inspections may be conducted on their own or be part of a standard Army safety and occupational health inspection. Based on their findings, safety offices will develop and send recommendations for corrective actions to the commander or head of the inspected activity. The particular requirements of the inspected worksite must be considered when preparing recommendations, as well as state-of-the-art technology and developments in work-related medical science.

c. Commanders and Heads of Activities. Commanders and heads of activities will--

(1) Ensure that worksites, funding, procurement of equipment and other assets, as well as required training and briefings are planned and established according to this regulation.

(2) Assess and evaluate safety and health conditions throughout the command or activity. The assessment must consider possible risks to eyesight as well as anything in the worksite that could cause physical problems or mental stress.

(3) Take corrective action if risks are found ((2) above) to ensure that workstations meet the requirements of applicable laws and appendix B of this regulation. Deviations from required standards are allowed only if--

(a) Specific requirements of the worksite or the task conflict with a required standard.

(b) The worksite is not designed for a disabled employee, according to the abilities of the employee and according to the type and severity of the disability. This may require deviating from the requirements of appendix B, provided that the safety and the protection of the employee's health are ensured by other means.

d. Requirements Applicable to LN Employees in Germany.

(1) Proposed installation of worksites with monitors for local national (LN) employees is subject to the participation of the appropriate works council under the codetermination or cooperation procedure concerning--

(a) Layout of worksites (UR 690-61, annex C, sections 69 and 75(3)16).

(b) Measurements for improvement of work performance and simplification of workflow (UR 690-61, annex C, sections 72 and 76(2)5).

(c) Introduction of new work methods (UR 690-61, annex C, sections 72 and 76(2)7).

(2) If a severely handicapped LN employee works with a computer monitor and other office automation equipment, the appropriate severely handicapped employee representative must be involved in arranging the layout of the worksite according to the Severely Handicapped Persons Act (*Schwerbehindertengesetz*), section 25(2). If a worksite must be equipped with technical equipment designed for severely handicapped employees, financial support from the local authorities, such as the Labor Office or Main Welfare Office, should be requested according to the Severely Handicapped Persons Act and UR 690-67, annex A, section 31(3).

(3) Pregnant LN employees who use a computer monitor must be allowed to take short breaks according to the Mother Protection Law.

e. Training Employees. Before performing any work that requires use of a computer monitor and other office automation equipment, employees must be familiarized with the proper use of the worksite and of the equipment in the worksite. Worksites identified as potential risks to health must be considerably changed before employees use them. Safety offices will provide copies of their worksite assessments to employees (b above).

f. Safety and Medical Support. Commanders and heads of activities may request safety and medical support, if needed, from local safety or medical offices (for example, to monitor decibel levels at the worksite; to measure computer-monitor adjustments and overhead lights; to offer suggestions related to individual areas of expertise).

5. DAILY WORK ROUTINE

Supervisors must allow employees periodic breaks from continual use of computer monitors. This can be done by planning changes in daily work routines.

6. EMPLOYEE BRIEFINGS AND PARTICIPATION

Employees and their representatives will be briefed on all matters of occupational health and safety, especially matters related to computer monitors and all other policy in this regulation, to include its appendixes.

7. PROTECTION OF LOCAL NATIONAL EMPLOYEE EYES AND EYESIGHT

a. The commander or head of the activity will offer LN employees a preliminary eye and eyesight test given by a qualified eye examiner before LN employees begin work that requires use of a computer monitor. After the LN employee begins work, additional eye tests will be offered at regular intervals and when the LN employee experiences eye trouble, which may be caused by working on-screen. LN employees will be entitled to an ophthalmologic (eye) test if the results of the preliminary test indicate the need.

b. If the eye test reveals that the LN employee will require special vision aids, but normal corrective lenses will not solve the problem, LN employees must be provided with special corrective appliances appropriate to the type of work they are required to perform on their monitors.

c. Measures taken to comply with this regulation may in no way cause LN employees additional financial cost.

APPENDIX A

MINIMUM REQUIREMENTS

The following requirements apply to all employees at their worksite, except when the inherent characteristics of the task preclude it.

A-1. EQUIPMENT

a. Risk. Use of the equipment must not be a source of risk for employees.

b. Display Screen. Characters on the display screen of the monitor must be well defined, clearly formed, of adequate size, and have adequate spacing between characters and lines. The on-screen image should be stable, with no flickering or other forms of instability. The brightness and contrast between characters and the background must be easily adjustable by the user according to varying conditions. The screen must swivel and tilt easily and freely to suit the needs of the user. If necessary, a separate base for the screen or an adjustable table may be used. The screen must be free of reflective glare and reflections that could cause discomfort to the user.

c. Keyboard. Keyboards must be able to be tilted and separated from the screen, so that the employee can find a comfortable working position to avoid fatigue in the arms or hands. The space in front of the keyboard must be sufficient to provide support for the hands and arms of the operator. The keyboard must have a nonreflective surface to avoid reflective glare. The arrangement of the keyboard and the characteristics of the keys must facilitate use of the keyboard. The symbols on the keys must be adequately contrasted and legible from the normal working position.

d. Work Desk or Work Surface. The work desk or work surface must have a sufficiently large, low-reflecting surface and allow for flexible arrangements of the screen, keyboard, documents, and related equipment. Document holders must be stable, adjustable, and positioned to minimize the need for uncomfortable head and eye movements. There must be adequate space for the employee to find a comfortable position.

e. Work Chair. The work chair must be stable, allow the employee to move freely and easily, and work in a comfortable position. The seat must be adjustable in height. The seatback must be adjustable in both height and tilt. A footrest will be made available on request.

A-2. ENVIRONMENT

a. Space Requirements. The size and arrangement of the worksite must allow the user to vary position and movements.

b. Lighting. The arrangement, number, and size of room or spot lighting (work lamps) must ensure satisfactory lighting conditions and appropriate contrast between the screen and background environment, taking into account the type of work and user vision requirements. Coordination of the worksite layout with the positioning and technical characteristics of the artificial light sources must prevent glare and reflections on the screen or other equipment.

c. Reflection and Glare. Worksites must be designed so that light sources such as windows and other openings, transparent or translucent partitions, and brightly colored fixtures or walls cause no direct glare and, as far as possible, no reflections on the screen. Windows must be fitted with a suitable system of adjustable covering that enables the user to reduce the amount of daylight that shines on the monitor.

d. Noise. To avoid impairing the employee's ability to concentrate and communicate, noise emitted by worksite equipment must be considered when a worksite is being equipped.

e. Heat. Worksite equipment must not raise the temperature of the employee's worksite to a point that could create discomfort to the employee.

f. Radiation. All radiation with the exception of the visible part of the electromagnetic spectrum must be reduced to negligible levels for the protection of employee health and safety.

g. Humidity. An adequate level of humidity must be established and maintained.

A-3. OPERATOR AND COMPUTER INTERFACE

In designing, selecting, commissioning, and modifying software, and in planning tasks that require use of monitors, the commander or head of the activity will consider the following principles:

- a. Software must be suitable to the task.
- b. Software must be easy to use and, when appropriate, adaptable to the employee's level of knowledge or experience. No quantitative or qualitative checks of the employee's work may be made without the employee knowing.
- c. Systems must provide feedback to employees on their work procedures.
- d. Systems must display information in a format and at a pace that are adapted to the operator.
- e. The principles of software ergonomics must be applied to human dataprocessing.

APPENDIX B EVALUATION CHECKLIST

Section I CHECKLIST

Terms and phrases used in this checklist are explained section II of this appendix.

1. INSTRUCTIONS

This checklist is based on the regulatory foundation of the *Bildschirm-arbeitsverordnung* (Monitor-Worksite Ordinance) and incorporates the minimum requirements listed in its annex. Please complete this checklist in its established sequence and answer the questions as they relate to the worksite to be analyzed. For this assessment, use the existing worksite configuration.

2. GENERAL INFORMATION

a. Assessment by:

b. Installation:

c. Division/office:

d. Building/room:

e. What type of work is
being performed at this
worksite?

f. How many hours a day are
being worked?

3. CHECKLIST

a. General information
regulating the working assets.

Are all working assets functioning?

Yes

No

Are surfaces nonreflective and of bright color?

Yes

No

b. Arrangement of
working assets

Do hazards like tripping and slipping not exist?

Yes

No

Is sufficient space available?

Yes

No

Is there sufficient space for office equipment and personal belongings?

Yes

No

Is the monitor positioned completely on the desk, and does not extend over the surface?

Yes

No

Is there a 50- to 90-centimeter (cm) distance between--

- Eye and monitor
- Eye and keyboard
- Eye and typing support (if available)

Yes

No

Is the direction of vision parallel to the window?

Yes

No

c. Chair

Does the chair meet minimum requirements?

Yes

No

| | | | |
|---------------------------------------|---------------------------------------------------------------------------------------------------|-----|----|
| | Is the chair appropriate to the size of the person? | Yes | No |
| d. Desk | Does the desk meet minimum requirements? | Yes | No |
| | Is the desk appropriate for the size of the person? | Yes | No |
| | Is there sufficient space to move around and under the desk? | Yes | No |
| e. Keyboard | Does the keyboard meet minimum requirements? | Yes | No |
| | Is there sufficient space in front of the keyboard to rest hands? | Yes | No |
| f. Monitor | Is the monitor adjustable, easy to turn and tilt up and down? | Yes | No |
| | Is the size a minimum of 38 cm (15 inches)? | Yes | No |
| | Is the upper last line of on-screen text below eye-level? | Yes | No |
| | Is the screen flickering? | Yes | No |
| | Is the screen free of reflections, mirroring, or dazzling? | Yes | No |
| | Are the monitor display signs large enough and easily readable? | Yes | No |
| | Is the contrast between signs and background pleasant? | Yes | No |
| | Can adjustments on the monitor easily be performed? | Yes | No |
| g. Lighting | Is there sufficient lighting? | Yes | No |
| | Can individual lights be adjusted? | Yes | No |
| | Do lights not cause direct or indirect glare? | Yes | No |
| | Are good light-protection devices available? | Yes | No |
| h. Other environmental impacts | Does the level of noise allow for concentrated working? | Yes | No |
| | Is the room temperature between 21 and 26 degrees Celsius (C) (70 and 79 degrees Fahrenheit (F))? | | |

No

No

No

No

No

No

No

No

No

No

Enter any additional information or comments below:

[illegible]

EXPLANATION OF TERMS AND PHRASES USED IN THE CHECKLIST

chair requirements:

- 9

- Has a safe swivel.
- Has an adjustment mechanism that cannot be accidentally activated.
- Is adjustable in height from 42 to 53 cm (with gas shock absorbers).
- Provides shock-absorption when sitting down (also when the chair is adjusted to the lowest position).
- Does not have shear potential.
- Has a seat depth of no more than 40 cm when the back of the chair is set in the forward-most position, and at least 42 cm when the back of the chair is set to lean back to the furthest position.
- Has a seat width between 40 and 48 cm.
- Has a backrest width between 36 and 48 cm.
- Has an armrest height between 21 and 25 cm above the seat or an adjustable armrest.
- Has an armrest length of at least 20 cm or an adjustable armrest.
- Has armrests with 47 to 51 cm between them or adjustable armrests.
- Has armrests that, when measured from the front, are 10 to 18 cm from the front of the seat or adjustable armrests.
- Has permeable upholstery.
- Is adjusted to the size of the employee as follows:
 - a. The height of the seat is correctly adjusted if the upper and lower thighs form a right angle while the feet are flat on the floor.
 - b. The seat depth is adjusted correctly if there is the width of one hand between the front edge of the seat and the hollow of the knee while the employee is sitting as far back in the seat as possible.
 - c. The back of chair is the adjusted correctly if it begins just above the seat and reaches up to the employee's shoulder blades to support the spinal column and pelvis in all seat positions.
 - d. The height of the armrest is adjusted correctly if the employee's upper arms hang loosely, the upper and lower arms form a right angle, and the elbows rest on the armrest.

concentration requirements:

- Equipment is not excessively noisy.
- Floors, ceilings, and walls are covered with noise-adsorbing material.
- Noisy equipment is located outside the worksite or equipped with covers.
- No loud noises from outside the worksite can be heard in the worksite.
- The room temperature meets the following requirements:
 - a. In general, the room temperature should be between 21 and 22 °C (70 and 72 °F). If outside temperatures are high, 26 °C (78 °F) must not be exceeded.
 - b. For work performed while sitting, the temperature must be 19 °C (69 °F) at the time that work is to begin.

c. Operation of equipment should not cause an uncomfortable increase in temperature. Exposure of windows to the sun should not cause high temperatures. The temperature of walls must not deviate more than 4 °C (7 °F) from the average room temperature.

- In a humid environment, the following must be observed (humidity can be measured using a hydrometer or computed from wet and dry temperatures):

- a. When temperatures outdoors are high, the relative humidity should be at the lowest level.

- b. Green or aquatic plants should be placed in the worksite to improve the room's climate.

- For ventilation of the worksite, the following is required:

- a. In worksites without air-conditioning, windows should be periodically opened to provide slight changes in the room's climate. This helps prevent tiredness.

- b. In worksites with air-conditioning, air-conditioning systems require regular maintenance to ensure that hygienic requirements are met.

correcting entries:

- Errors can be easily corrected.

- Errors do not result in system crashes.

- Entries that may cause serious problems require additional verification before final acceptance.

- Functions should meet the following requirements:

- a. The sequence of entries can be chosen independently by the employee.

- b. Program steps can be added or left out.

- c. The software is adjustable to the knowledge of the operator.

- To enable the operator to familiarize him- or herself with the computer monitor, the following options should be available:

- a. The tutorial or help program in the software.

- b. An explanation of how the system works.

- c. User guides.

- d. A knowledgeable POC.

desk requirements:

- The working surface must have at least 1.28 square meters (m²) of connected space.

- Table height must be adjustable between 68 and 76 cm or fixed at 72 cm.

- Table width must be at least 160 cm (120 cm for basic dataprocessing).

- Table depth must be 80 cm. Since devices will not extend beyond the surface, 100 cm of depth or more may be necessary for some equipment.

- There must be enough space for flexible arrangement of material to be worked on.

- If possible, the table surface of the desk will be no more than 3 cm thick.
- There must be at least 58 cm width of legroom.
- There must be at least 65 cm height of legroom.
- There must be at least 60 cm depth of legroom when measured 12 cm above the floor level.
- Leg space must be free of supports or supporting elements. There must be enough room for a comfortable working position.
- The desk must be adjusted to the size of the employee as follows:
 - a. In an upright seating position, the lower arms and hands must form a straight line.
 - b. The hands must rest on the table or, at worksites with computer monitors, on the keyboard.
 - c. If the table cannot be adjusted in height, the chair must be adjusted in height to the table.
 - d. If the table and chair are too high and it is no longer possible to position the feet flat on the floor, a footrest must be used.
 - e. To ensure freedom of leg movement, there must be enough space below the desk in both height and depth.
 - f. The space between the upper thighs and the underside of the desktop should be a hand's width.
- The worksite is considered to allow sufficient movement if the following options are provided:
 - a. Sufficient space to sit in varying positions.
 - b. It is possible to alternate between sitting and standing when working.

hazards:

- Tripping edges.
- Cords on the floor.
- Sharp edges.
- Sharp corners.
- Loose wires.
- Obstacles.
- Free-standing objects that could fall.
- Shear hazards on doors and lockers.

keyboard requirements:

- Can be set up to be separated from the screen.
- Can be tilted to an angle of up to 15 degrees.
- Has a non-skid bottom.
- Has center keys elevated to 3 cm.

- Has a nonreflective surface of bright color.
- Has sufficiently large, hollow keys.
- Has clear, abrasion-resistant inscription.
- Has easy but noticeable impact action when striking the keys.
- Has a depth of 5 to 10 cm for resting hands in front of the keyboard.

lighting requirements:

- Visual contact with the outside.
- 30 to 50 foot-candle (FC) (in large offices, 75 to 100 FC).
- Lights are regularly serviced.
- Office evenly lighted in same color of light.
- Even-light density. Differences in lighting should be minimal. The difference between the worksite and close and distant surrounding areas should be 10 to 3 to 1, respectively.
- Lighting-adjustment requirements are--
 - a. Able to be individually turned on and off.
 - b. Variable and adjustable.
 - c. Adjustable to the individual's sight.
- To prevent dazzle, the following is required:
 - a. Lights are arranged parallel to windows.
 - b. Lights are arranged parallel to the direction of vision.
 - c. Use of prism or mirror louvers.
 - d. Walls and areas behind monitors have reflection values between 30 and 50 percent.
- The following light-protection devices are required:
 - a. Windows must be equipped with light-protection devices (for example, inside Venetian shutter).
 - b. The light-protection devices do not reduce the illumination below required values.
 - c. The light-protection devices do not change the reception of color.

monitor requirements:

- The monitor can be adjusted to the angle of the user's line of vision.
- The user does not need to turn his or her head to see the screen.
- The size of the monitor (when measured diagonally on the screen) is adequate for the work required of the employee: For typing text, 36 cm (15-in) monitor; for graphic display, 40 cm (17-in) monitor; for computer-aided design, 48 cm (20-in) monitor.

- The monitor is not too high; the user can position his or her head comfortably.
- The screen does not flicker. The following must be true for a screen to be considered nonflickering:
 - a. No flickering can be seen when looking directly at or just to the right or left of the screen.
 - b. The image-repeating frequency is well above 75 hertz.
- Symbols are easy to read. The following must be true for symbols to be considered easy-to-read:
 - a. Characters cannot be mistaken (for example, 0 and O, 5 and S, 8 and B), as well as small and capital letters.
 - b. Characters do not run into one another.
 - c. Characters are (also at the edges of the screen) clear without distortion.
- The screen contrast is clear. When checking contrast, the following conditions must be met:
 - a. Characters can be clearly recognized against the background.
 - b. Positive images must be used (for example, black characters on a white background).
- Control buttons to adjust contrast, brightness, position, and size are on the front of the monitor and are easy to use.

nonreflective surfaces of bright color:

Surfaces should be dull or semi-dull and not reflect more than 20 to 50 percent. (This may be determined by a reflection-grading table.) Light colors are white, beige, or light gray.

positioning monitors:

- Monitors must not extend beyond the surface of desktop tables unless this does not create a hazard (for example, the back of a monitor sticks out at the back of the desk, but the desk is against a wall without a door).
- The required eye-to-screen distance may be achieved by placing the monitor on a table.
- The eye-to-screen distance should comply with the following:
 - a. The distance between the eye and the screen may be adjusted individually. When the employee is sitting in an upright position, the distance should be 50 to 90 cm between--
 - (1) The eye and the screen.
 - (2) The eye and the keyboard.
 - (3) The eye and the document support (if installed).
 - b. With regard to the direction of vision, the following applies:
 - (1) When the employee is sitting in an upright position in front of the monitor, one shoulder should point toward the window.
 - (2) Windows must not be directly behind the employee nor directly in the employee's line of sight.

space requirements:

- At least 8 m² per worksite (in large offices, 12 m²).
- 1 m² free space behind the desk (not including total desk width).

- At least 1.5 m² of space for moving around freely.
- Enough space for furniture to function (drawers and doors can be opened and allow at least 50 extra cm for safety).
- A passage at least 50 cm wide leading to a window.
- A passage at least 60 cm wide that allows access to the workstation.
- Availability of space for personal belongings.
- Space to store documents and tools.

variation requirements:

- The work requires a combination of various tasks.
- Work requiring use of the computer may be interrupted by other work.
- The tasks to be performed are of varying difficulty.

visual and communication requirements:

- The worksite is not isolated from others.
- The employee can contact other employees at any time.
- For the eye examination, the following applies:

a. The eye examination has been performed by an ophthalmologist, an optician, or a physician assigned to the employee's duty station and responsible for all employees who work in that particular organization (a "plant physician").

b. The examination must be tailored to the employee's routine eye-to-screen distance.

work-time requirements:

- The employee is not under pressure caused by time-constraints.
- The results of the employee's work would not be significantly improved by allowing additional time to do the work.

working assets:

- adding machine
- chair
- computer
- copier
- footrest
- keyboard
- monitor
- mouse
- plotter

- printing machine
- reading support
- table
- table lamp
- telephone
- other

GLOSSARY

Section I

Abbreviations

| | |
|----------------|------------------------------------------------------------------|
| C | Celsius |
| CG, USAREUR/7A | Commanding General, United States Army, Europe, and Seventh Army |
| cm | centimeter |
| CTA II | Collective Tariff Agreement II |
| F | Fahrenheit |
| FC | foot candle |
| HQ USAREUR/7A | Headquarters, United States Army, Europe, and Seventh Army |
| in | inch |
| LN | local national |
| m ² | square meters |
| POC | point of contact |
| UR | USAREUR regulation |
| USAREUR | United States Army, Europe |

Section II

Terms

computer-monitor worksite

An assembly comprised of display-screen equipment, which may be provided with a keyboard or other input device or software that requires interaction between the operator and the machine; optional accessories; peripherals, including disk drives, a telephone, a modem, a printer, a document holder, a work chair, a work desk or work surface; and the immediate work environment.

display-screen equipment

An alphanumeric or graphic display screen, regardless of the display process used.

employee

Military or civilian worker employed by the U.S. Forces, to include those employed under the Collective Tariff Agreement II, who routinely uses display-screen equipment to accomplish a significant part of his or her normal work.

worksite

The actual work location and any place away from an employee's work location where one or more computer monitors are installed for temporary use.